



North Carolina Department of Health and Human Services
Division of Human Resources
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Michael F. Easley, Governor
Dempsey Benton, Secretary

Kathleen A. Gruer, Director

October 16, 2007

MEMORANDUM

TO: Division/Facility/School Directors
FROM: *Kathy Gruer*
SUBJECT: BEACON Training

As you may know, the State is in the process of converting to a new BEACON HR and Payroll system. The new system will offer many new features, such as:

Manager Self-Service

- Approve leave requests
- Display work schedules
- Manage substitutions for shift coverage
- Access unit's employee name, address, classification title, NC ID#, & start date
- Maintain team calendar of important events

Employee Self-Service

- View and print past and current pay stubs
- Access multiple year W-2 information
- View available vacation time
- Submit leave requests
- Change benefits information
- Update personal data

Additionally, this system will be used for all personnel, monthly payroll, and supplemental payroll (e.g., overtime, shift premium) actions. DHHS is scheduled to "go-live" with this new system April, 2008.

To prepare for this major conversion, the core users in human resources, payroll and timekeeping will be scheduled to attend a series of required classes from the months of December, 2007 through March, 2008. The assigned classes must be completed to obtain access to use the new system. Due to limited seating, employees will be assigned specific dates and times to attend training. There is limited opportunity to reschedule classes due to the short time period remaining before "go-live" and the volume of state employees who need to be trained. I realize that your staff has on-going responsibilities that constitute a full workload. With the implementation of the new BEACON system, affected employees will be asked to attend these classes in addition to completing current work assignments and other special projects for your organization. Therefore, I am writing to ask that you support your employee's attendance for these mandatory classes.

The Central Office Human Resources training staff will serve as the department's liaison with the BEACON training staff. It is our goal to ensure that the upcoming class schedules do not result in hardships for office staffing. We have also asked your HR Managers to help ensure that scheduling does not significantly interfere with the critical operations of your organizations.

Your cooperation during this time of training and transition is most appreciated.

Cc: Secretary Dempsey Benton
Dan Stewart
Jackie Sheppard
Human Resources Managers
Barb Kunz